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SCC CONTINUING EDUCATION

Beatrice Campus & Surrounding Areas



Classes begin throughout the quarter. Register early to secure your spot!

Fall Quarter
2011

Oct. 3-Dec. 15



*Personal.
Professional.
Practical.*



Southeast community college
www.southeast.edu/continuing

Welcome to Southeast Community College Continuing Education!

Southeast Community College offers a comprehensive package of courses - both **credit** and **non-credit** - to people throughout southeast Nebraska. Whether you are interested in:

- Pursuing a **new career**
- Upgrading your **skills**
- Developing recreational and cultural **interests**
- Preparing for high school completion tests
- Improving basic education skills
- Taking a class **just for fun**

SCC makes the options available to you!

Non-credit courses are designed to enhance workforce skills, upgrade current skills, or for personal pleasure. Course offerings are based on community interest, need and demand. Each quarter new specialty classes appear and new academic and technical courses are added. Classes are small and instructors are attuned to the needs of adult learners.

Credit courses listed in this schedule may be taken without being admitted to an SCC degree program, and may or may not fit into SCC program requirements. If you would like to pursue a particular program of study, check with the Admissions Office to determine which courses are best to take through Continuing Education or how you may be admitted to the program.

Request program information and a College Catalog by calling the campus you wish to attend or by accessing the College Web site, www.southeast.edu.

If you have any questions or would like more information, contact Kelly Morgan at 402-228-8244; 800-233-5027, ext. 1244; or kmorgan@southeast.edu.

REFUND POLICY!

For all Continuing Education non-credit courses, you must call the office and cancel the day before the class begins in order to receive 100% refund.

If you call the day the class starts or after, you will receive no refund.



Limitations of Schedule:

This schedule should not be considered a contract between Southeast

Community College and any prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

ADA Reasonable Accommodations:

SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area - Access / Equity / Diversity Office at 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu. Please refer to the **SCC College Catalog** for policy information.

LIMITATION OF SCHEDULE - This schedule should not be considered a contract between Southeast Community College and any prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 St. Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

SCC Board of Governors - Lynn Schluckebier, Chair; Seward; Robert J. Felt, Vice Chair; Pickrell; James J. Garver; Secretary, Lincoln; Jacki Allensworth, Treasurer, Lincoln; Darryl Baker, Beatrice; Kathy Boellstorff, Johnson; Helen E. Griffin, Lincoln; Ed C. Heiden, Sterling; Carl R. Humphrey, Waverly; Ruth M. Johnson, Lincoln; Nancy A. Seim, Lincoln; Steve Ottmann, Faculty Representative, Lincoln. (Feb. 10)

The SCC Continuing Education USPS 024-108 (Volume 6, Number 5) class schedule is published 19 times per year (three times in January, one in February, four in March, two in May, one in June, one in August, four in September, and three in November). The SCC Continuing Education class schedule is produced by the Southeast Community College Continuing Education Division in cooperation with the Southeast Community College Public Information Office, 301 S. 68th St. Place, Lincoln, NE 68510. Application to mail at periodical postage rate has been approved at Lincoln, Nebraska. **POSTMASTER:** Send address changes to SCC Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510.

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WHERE CLASSES ARE HELD

CLASS LOCATION KEY

Ada	Adams Hall SCC-Beatrice
For	Ford Hall SCC-Beatrice
Hoo	Hoover Hall SCC-Beatrice
Jac	Jackson Hall SCC-Beatrice
Ken	Kennedy Center SCC-Beatrice
Tru	Truman Center SCC-Beatrice

(See campus map in the back of this schedule for SCC building locations.)

Apple Studios.....	612 Court St.
Beatrice Country Club	1301 Oak St.
BPL Beatrice Public Library	100 N. 16th St.
Earl May Garden Center	2121 Court St.
Deshler Public School.....	Third & Plum, Deshler
Once Upon A Page.....	505 Court St.
TBA	To Be Announced

ADULT EDUCATION

BASIC SKILLS/ GED PREPARATION



AE/GED classes run continuously in locations throughout southeast Nebraska. Adult Basic Education classes help

students improve their basic skills for work, school, employment, GED testing, or self-satisfaction. Students are assessed during orientation to determine their specific needs, and instruction is based accordingly. Teachers and tutors provide confidential instruction to all participants.

An annual \$20 non-refundable registration fee is required for all classes. For more information, please call the Adult Education office at SCC – Beatrice, 402-228-8236; 800-233-5027, ext. 1236; or ljensby@southeast.edu.

ESL

English as a Second Language classes focus on speaking, listening and writing using the English language. Evening classes are held in Beatrice, Daykin and Nebraska City, or students may work individually with a tutor. Individual instruction is available at other times and in other communities.

An annual \$20 non-refundable registration fee is required for all classes. For more information, please call the Adult Education office at SCC – Beatrice, 402-228-8236; 800-233-5027, ext. 1236; or ljensby@southeast.edu.

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www.facebook.com/sccbeatricece

CITIZENSHIP

SCC offers information on the steps in the Naturalization process and instruction in the key component of U.S. history and government that applicants must know for the USCIS interview. Candidates for U.S. citizenship must learn what it really means to participate in a democracy and the rights and responsibilities of U.S. citizens.

For more information, please call the Adult Education office at SCC – Beatrice at 402-228-8236; 800-233-5027, ext. 1236; or ljensby@southeast.edu.

VOLUNTEER TUTORS NEEDED



Volunteer tutors are an important part of our AE/GED program. Volunteer tutors assist students with GED preparation, English as a Second Language or basic skills in the areas of reading, math and language.

Requirements for becoming a volunteer tutor are simple: a

high school diploma or GED and a willingness to help students learn!

For more information, call the AE Volunteer Coordinator at 402-228-8236 or 800-233-5027, ext. 1236.

CUSTOMIZED ON-SITE TRAINING FOR BUSINESSES & ORGANIZATIONS

SCC provides ON-SITE TRAINING. This training can be customized to meet the specific training needs of the business. Grant-writing assistance is provided to help you offset the training costs for qualified employees.

Contact Ron Snyder at 402-437-2714; 800-828-0072, ext. 2714; or rsnyder@southeast.edu.

BUSINESS & TECHNOLOGY

BUSINESS



Powerful Presentations & Confident Public Speaking

Public speaking has been called the number one fear. Poor presentations can lose sales, lose clients, stall projects, cause confusion and make the presenter look unprofessional and less competent. We have the solution to your communication needs. This interactive one-day program will give you the skills to give professional presentations. You will learn the secrets of the pros and have the opportunity to use what you learn as you give several presentations. Even if you have never given a presentation before, or if you have a fear of speaking, you will be speaking like a pro at the end of this class. You will learn:

- How to overcome nervousness instantly and replace it with confidence
- How to organize a presentation in a matter of minutes without notes
- How to open with impact and close with power
- How to connect with your audience
- How to effectively use stories and humor
- How to bring your presentations to life and bring you applause
- How to use visual aids effectively (including PowerPoint)
- How to effectively handle questions and connect with your audience

Oct. 11 T 9:30 a.m.-4:30 p.m.
 Ken, 334 Cashell \$59
 SPCH-3500-BEFA ☞ Presentations



COMPUTER CLASSES

Computer Basics 101



This is a hands-on class in a non-threatening and fun environment for the person who did not grow up in a technology world but wants to learn to use the computer. Topics include components of the computer, including hardware and software; using Windows desktop, menus and toolbars; creating and saving documents, managing files and folders, and navigating the Internet.

Class size is limited, and preregistration is required. Tuition includes quick reference guide.

Oct. 10-19 M, W 5:30-7:30 p.m.
 Jac, 409 Parks \$39
 BBBX-1751-BEFA ☞ Computer

Computer Basics 201

This course will review the skills learned in Computer Basics 101. Additional topics will include Internet and email safety and using MS Word for letter writing. We also will cover common questions and troubleshooting.

Oct. 25-Nov. 3 T, Th 5:30-7:30 p.m.
 Jac, 409 Harms \$39
 BBBX-1755-BEFA ☞ Computer

Word 2010 Level 1

Learn the basic functions of the MS word software in this hands-on class. Topics may include creating and navigating documents, editing and formatting text and page layouts, proofing, printing, using graphics and tables and using the help function.

Tuition includes quick reference guide.

Oct. 11-Nov. 1 T 6-8 p.m.
 Jac, 420 \$45
 OFFT-3615-BEFA ☞ Word

☞ Online Registration Key Word

Excel 2010 Level 1

Students will learn the basics of the MS Excel spreadsheet. Topics may include spreadsheet terminology, entering and editing data by creating a worksheet, modifying and formatting using simple formulas, sorting lists, working with graphics and using the help feature.



Tuition includes quick reference guide.

Oct. 11-Nov. 1	T	8-10 p.m.
Jac, 420		\$45
OFFT-3651-BEFA		☞ Excel

Intro to Photoshop

If you are thinking about buying Photoshop and want to give it a try first, or already have it and want to learn how to get started, join this class for an introductory course on cropping, adjusting levels, vignettes, black and whites, toolbar tools, photo enhancing, saving files, creative altering and more! You will get to experience Photoshop CS5 and learn to edit your photos to cherish forever. Each student will get to print some of their own photos to take with them at the end of the session.

Oct. 22-Nov. 19	S	9 a.m.-Noon
Jac, 312	Duncan	\$65
BBBX-1122-BEFA		☞ Photoshop

INTERNET TRAINING



Facebook® for Adults

So you finally have your Facebook® page, but now what? Are you using it to full potential? Learn all the neat things Facebook® can do.

Surprise your kids,

grandchildren and friends with your new found knowledge. Connect with relatives, old friends, and even high school and college classmates from years ago. Spruce up your profile with information and pictures all while learning to use Facebook® safely.

This class is appropriate for students who have an existing Facebook® account.

Oct. 11	T	7-9:30 p.m.
Ken, 504	Harms	\$15
BBBX-1823-BEFA		☞ Facebook

LUNCH BYTES

Properly Documenting Employee Misconduct

A Luncheon Workshop for Human Resource and Office Managers and Business Owners

Most employers understand the need to properly evaluate the performance of employees and to document deficiencies. The need for documentation arises because state and federal laws now provide a plethora of possible claims which a discharged employee may assert against a former employer. Proper documentation can go a long way toward establishing fairness; or, if done improperly may tend to prove that the employee acted with malevolence and a wrongful motive. Attorney Neal E. Stenberg will discuss employee evaluation techniques which have proved effective based on his substantial experience in litigating employment cases. Stenberg has been engaged in the practice of law since 1974 and represents many clients primarily in the fields labor law. He has lectured labor law topics for 30 years.

Tuition includes lunch. Registration deadline is Sept. 27 or when enrollment limit is met.

Oct. 4	T	11:30 a.m.-1 p.m.
Jac, Conf Rm	Stenberg	\$29
BBBX-1829-BEFA		☞ Documenting

ONE-DAY COMPUTER CLASSES

QuickBooks 2009 Level 1

Learn how to use the basic features and functions of the QuickBooks Pro software. Learn to create a company, use the check register, generate estimates and invoices, track credit cards, pay bills, create reports, and memorize transactions. Class teaches QuickBooks features but does not customize features to student's business.

☞ Required textbook can be purchased at the SCC Bookstore during regular business hours or order by phone at 402-228-8285.


Oct. 5	W	8:30 a.m.-4:30 p.m.
Ken, 334	Best	\$89
ACCT-3525-BEFA		☞ QuickBooks


Find us on Facebook® at
www.facebook.com/sccbeatricece

QuickBooks 2009 Level 2

Prerequisite: QuickBooks 2009 Level 1 (ACCT-3525) or equivalent experience

Learn more advanced features and functions of the QuickBooks Pro software. Learn about the accounting features, including various disk operations and Accountant's Review. Learn to handle assets and liabilities and create and manage a budget.

 *Required book is available at the Beatrice Campus Bookstore or by calling 402-228-8285.*

Oct. 12	W	8:30 a.m.-4:30 p.m.
Ken, 334	Best	\$89
ACCT-3526-BEFA		 QuickBooks

CAREER / TRADES

WELDING



Gas Metal Arc Welding I (Steel)

This is an introduction to Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases,

welding power sources, welding of carbon steel, and welding processes on different joint configurations are included. There will be plenty of instructor-guided welding practice to prepare students for the workplace.

(3 credits) Students will have to supply their own safety glasses, leather gloves, arc welding helmet and pliers. For a credit registration form, please contact Jerry Magorian at 800-828-0072, ext. 2508, or jmagorian@southeast.edu. NOTE: Class will be held at Deshler Public School, Third and Plum, Deshler, in the shop.

Sept. 21-Dec. 14	W	6:30-10 p.m.
See Desc.		\$156.75
WELD-6085-OCUA		

Gas Metal Arc Welding II (Aluminum)

Prerequisite: Successful completion of WELD-6085 or appropriate AWS Certification

Intermediate to advanced instruction in Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Filler wires, shielding gases, welding power sources, welding of aluminum, and welding processes on different joint configurations are included.

(3 credits) Students will have to supply their own safety glasses, leather gloves, arc welding helmet and pliers. For a credit registration form, please contact Jerry Magorian at 800-828-0072, ext. 2508, or jmagorian@southeast.edu. NOTE: Class will be held at Deshler Public School, Third and Plum, Deshler, in the shop.

Sept. 22-Dec. 15	Th	6:30-10 p.m.
See Desc.		\$156.75
WELD-6117-OCUA		

DRIVER EDUCATION

DRIVER SAFETY




The following SCC Continuing Education class is approved by the Department of Motor Vehicles and can be applied toward: Under age 21-six point accumulation, Reinstatement of point revocation, Employment driving permit, Two-point credit to driving record, or Ticket-B-Gone: Pretrial

Diversion (STOP) for minor traffic violations in Seward and Thayer counties.

Smart Drivers!

An eight-hour comprehensive course designed to apply fundamental traffic law and increase driver awareness. Nebraska state laws require that driver improvement classes are eight hours long. Participants will **NOT** be admitted to class 15 minutes after the scheduled start time.

For more information, contact Rhonda Taft at 800-828-0072, ext. 2710, or rtaft@southeast.edu.

Dec. 3	S	8 a.m.-4:30 p.m.
Jac, 101		\$50
TRAN-3363-BEFH		 Driver

 Online Registration Key Word



CDL Exam Review

This six-hour class will prepare individuals for written Class "A" tests given by the Department of Motor Vehicles. Topics include General Knowledge, Air Brakes, Combination Vehicles, DMV testing format and DMV Licensing requirements.

For more information, contact Rhonda Taft at 800-828-0072, ext. 2710, or rtaft@southeast.edu.

Oct. 22 S 8 a.m.-3 p.m.
 For, 109 \$26
 TRUK-3365-BEFA ☞ CDL

CDL Vehicle Inspection

This six-hour class will prepare individuals for the knowledge requirement in vehicle inspection for the Class A test given by the DMV. Topics include Vehicle Systems and Inspection Technique.

For more information, contact Rhonda Taft at 800-828-0072, ext. 2710, or rtaft@southeast.edu.

Oct. 29 S 8 a.m.-3 p.m.
 For, 109 \$36
 TRUK-3366-BEFA ☞ CDL



COMPUTER TRAINING AT YOUR ORGANIZATION

Your employees can become more productive using Microsoft Office applications without leaving your site. You save travel time when our instructors come to you. They teach the skills your employees need on either your computers or the College's laptops. These laptops will convert your meeting room into a computer training lab at no additional cost.

Contact Training Solutions, Carol Gustafson at 402-437-2507; 800-828-0072, ext. 2507; or cgustafson@southeast.edu.

HEALTH / MEDICAL

EMERGENCY MEDICAL SERVICES

EMT I

Prerequisite: 18 years of age or older, or require special permission; have a current AHA Health Care Provider CPR or ARC Professional Rescuer CPR card; and proof of current immunizations (needed two weeks after class starts)

This course is part one of the required course for any person seeking to become a Nebraska state-certified Emergency Medical Technician. This course has been developed for individuals who desire to perform emergency medical care.

Students who do not meet the above requirements will not be allowed to take the course. FIRST CLASS MEETING IS MANDATORY. SCC requires criminal background checks on all students taking courses that include experience in patient care settings. Required textbook, workbook and one-way valve are available at the SCC Bookstore or online at www.sccbookstore.com. (5 credits) Tuition includes liability fee, credit class fee, and criminal and abuse registry background check fee. NOTE: No class Nov. 24. Saturday classes will be held on Oct. 29 and Nov. 12. For more information, contact Melanie Leseberg at 402-437-2506; 800-828-0072, ext. 2506; mleseberg@southeast.edu. Tuition includes \$5 liability fee plus \$45 criminal & abuse registry background check fee.

Oct. 4-Dec. 15	T, Th	7-10 p.m.
	S	9 a.m.-4 p.m.
Jac, 207	Hershberger	\$311.25
EMTL-1301-BE11		



HEALTH OCCUPATIONS



Nursing Assistant

Completion of this class meets the Nebraska Department of Health requirement for employment as a nursing

assistant. The course includes classroom, nursing lab and clinical experience. State of Nebraska requires that nursing assistant students must be able to speak and understand English. Strict attendance policy is required.

SCC requires criminal background checks on students taking courses that include experience in patient care settings. Tuition includes liability fee, credit class fee and criminal and abuse registry background check fee. (6.5 credits) For a current schedule of classes, please check out www.southeast.edu/continuing/Health/NursingAssistant.aspx. If you have questions, please call 402-437-2700 or 800-828-0072.

Course Number: NURA-1401 Tuition: \$389.63

Medication Aide Training

Successful completion of this course allows you to apply to the state of Nebraska to be placed on the Medication Aide Registry. Nebraska requires that you be 18 years of age to work as a Medication Aide.



(6.0 CEUs) For a current schedule of classes, please check out www.southeast.edu/continuing/Health/medaide.aspx. If you have questions, please call 402-437-2700 or 800-828-0072.

Course Number: NURS-3001

Tuition: \$195

☞ Medication

Find us on Facebook® at www.facebook.com/sccheatricece

☞ Online Registration Key Word

All-College Open House

Get Your Hands on SCC!
**Sunday
 November 6
 11 a.m.-4 p.m.**



Beatrice Campus

4771 W. Scott Road
 Beatrice, NE 68310-7042
 800-233-5027

Lincoln Campus

8800 O St.
 Lincoln, NE 68520-1299
 800-642-4075

Milford Campus

600 State St.
 Milford, NE 68405-8498
 800-933-7223

www.southeast.edu



PERSONAL INTEREST

ANIMAL

Basic Dog Obedience

Train your dog to be a better companion. Commands covered are heel, sit, stand, lie down, and come when called. Socialization will also be covered.



Requirements: Dog must be at least 5 months old and have all necessary shots. Dogs must be on a 6-foot leash during class. The first day of class will be in Ford Hall Room 121. Dog WILL NOT accompany owners to the first class. All other classes require that owner and dog participate. Weeks 2-5 will be held at the Paw Prints, 3.7 miles west of the college on Scott Road. Must be at least 12 years old to enroll. Students under the age of 16 must attend with an adult.

Sept. 17-Oct. 15 S 9-10 a.m.
See Desc Gustafson \$45
BBBX-1500-BEUA ☞ Dog

ARTS / CRAFTS / HOBBIES



Scrapbook 101

It can seem overwhelming, not only organizing your photos, but learning about all the tools,

papers and embellishments. In this class we will discuss organization as well as create a double-page layout using your photos. Find out just how easy, fun and rewarding this hobby can be.

Please bring to class six to eight photos of an event such as a birthday, vacation or holiday. All other supplies will be furnished. Class held at Once Upon A Page, 505 Court St.

Oct. 6 Th 6-7:30 p.m.
See Desc. Dell \$19
BBBX-1865-OCFA ☞ Scrapbook

Storybook Creator: Your Memories Digitized



Take your scrapbooking to the next level.

This course will introduce you to digital scrapbooking. Learn how to edit and crop your photos as well as make them print ready. Then learn how to organize your photos and produce a digital scrapbook. It is as easy as the stroke of a computer key.

This is a demonstration class on the new digital software Storybook Creator 3.0. Software purchase is not necessary.

Oct. 15 S 9:30-11 a.m.
Ken, 334 Harms \$15
BBBX-1841-BEFA ☞ Scrapbook

Cricut Tips & Tricks

Discover how to effectively use your cricut machine creatively and properly. We will create a greeting card and in the process learn how to cut basic letters and images. Machine care and use of mats and paper also will be discussed. Learn what all those functions and buttons can do.

Bring your machine, extension cord, mat and cartridge (preferably a font such as George & Basic or something similar), adhesive, and paper trimmer.

Oct. 18 T 6:30-8:30 p.m.
Ken, 334 Harms \$19
BBBX-1796-BEFA ☞ Cricut

★ Snapfish & Winkflash & Shutterfly, Oh My!

Learn how to upload, order, and store your photos online. There are many companies out there. We'll explore the most popular online photo developing companies and discuss the benefits of using them as a storage site. Practice uploading and ordering. Set up your free accounts and get started with some free photos. This will be a very interesting and hands-on class as we work in the computer lab.

Bring a CD of photos if you want. (Students will receive a sample photo from each company.)

Oct. 22 S 9:30-11:30 a.m.
Jac, 409 Van Winkle \$15
BBBX-1645-BEFA ☞ Snapfish

★ Scrapbooking's Latest & Greatest

Are you overwhelmed by all of the new products? Maybe you're not sure how to use the newest embellishments. And what tools are a must for great pages? Well, this is your class! During the session, you will be introduced to multiple products that are out there that make scrapbooking or cardmaking easy and affordable. Try out some of the new stuff before you purchase your own. See examples of how to make use of your leftovers. There are endless possibilities.

Oct. 22 S 1-3 p.m.
 Ken, 334 Van Winkle \$15
 BBBX-1646-BEFA ☞ Scrapbook



★ Pottery Basics

Learn the basics of hand-building. Coil and slab techniques will be taught to produce pottery forms. Students will learn how to form pottery on a pottery wheel. Functional

pottery and sculptural figures will be produced throughout the class. All levels of expertise, from the beginning to the advanced, are encouraged to participate.

Tuition includes approximately 50 pounds of clay, glaze and use of tools and supplies. We will get dirty so dress appropriately.

Oct. 4-Nov. 3 T, Th 6:30-9 p.m.
 Tru, 107 Jurgens \$125
 BBBX-1149-BEFA ☞ Pottery

★ Coin Collecting 101

Ever inherit or acquire a bunch of old coins or discover some coins you put away 30 years ago? Maybe you've heard that buying gold or silver is a smart move. Join Tom Bassett, a past president of the Lincoln and Nebraska State coin clubs and learn about evaluating, grading, buying and selling coins. Bring a handful of coins to class to be appraised.

Oct. 4 T 6:30-9 p.m.
 Ken, 503 Bassett \$29
 BBBX-1807-BEFA ☞ Collecting

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www.facebook.com/sccbeatricece

☞ Online Registration Key Word

SCC-Beatrice Bookstore 402-228-8267 • 800-233-5027, ext. 1267
 Monday - Friday • 8 a.m. - 4:30 p.m. in the Kennedy Center

★ BOB ROSS PAINTING



These classes are for painters of all abilities, including beginners.

Spend a relaxing time painting. It is an excellent stress reliever and offers a wonderful sense of accomplishment. All art supplies needed to accomplish the painting will be provided by the instructor for an additional cost listed in each description. Check or cash accepted. Donald Belik is a certified Bob Ross instructor. Students will take home their completed project. NOTE: Finished painting does not include a frame.

★ Bob Ross Class: Mountain Summit

Capture the beauty of a distant mountain overlooking a lake surrounded by bushes and trees.



Painting will be completed on a 16-inch x 20-inch canvas. There is a \$20 fee associated with this course payable in class. Cash or check only please.

Oct. 29 S 9:30 a.m.-3:30 p.m.
 For, 122 Belik \$30
 BBBX-1048-BEFA ☞ Ross

★ Bob Ross Techniques: Sky & Clouds

Students will concentrate on techniques used to paint beautiful cloud formations set against a colorful sky. Shadowing clouds and blending colors of a sunrise or sunset sky will be taught.

This is not a finished painting exercise. Technique will be practiced on a single 18-inch x 24-inch canvas. There is a \$20 fee associated with this course payable in class. Cash or check only please. Student takes home their canvas.

Nov. 15 T 6-9 p.m.
 For, 122 Belik \$30
 BBBX-1360-BEFA ☞ Ross

★ DANCE

★ Beginning Ballroom Dance

So you want to ballroom dance? The good news is it's easier than you think. This class is appropriate for persons with little or no dance experience. No partner needed. Bring your two left feet and learn how to put them into motion on the dance floor. A variety of dance moves will be covered, including Fox Trot, Swing, Polka, and the Waltz.

Class is held at Reflections of the Soul Dance Studio, 415 Court St.

Oct.5-Nov. 9 W 7:45-8:45 p.m.
 See Desc. Bremer \$39
 BBBX-1147-OCFA ☞ Dance

FITNESS & EXERCISE



Yoga & Pilates

This introductory-level mat work class provides instruction on the fundamentals and concepts of yoga and pilates. Enjoy a challenging, yet relaxing, workout composed of

various poses to strengthen and tone your muscles while improving flexibility and balance. Restore balance to your body and mind while improving your health and reducing stress!

Wear loose clothing and bring a mat or thick towel to class. This class is appropriate for all fitness levels.

Oct. 10-Dec. 19 M 5:30-6:30 p.m.
 Jac, Conf Rm Schroller \$49
 BBBX-1566-BEFA ☞ Yoga

Gentle Yoga

Enjoy a relaxing workout to restore balance to your body and mind while improving your health, decreasing common symptoms of your condition and reducing stress all at the same time! This class can benefit those with a variety of health conditions such as diabetes, heart disease, fibromyalgia, as well as cancer survivors. The poses are modified for your comfort level and can be performed in a chair, standing or in mat position.

Appropriate for all ages and fitness levels. Class is held at Flowing Springs, 2211 Sunset Drive.

Oct. 10-Dec. 19 M 4:30-5 p.m.
 See Desc Schroller \$29
 BBBX-1569-OCFA ☞ Yoga

FOODS

Creative Cakes

Learn fantastic techniques for cake decorating. The instructor will guide you through borders, flowers, lettering, shapes, specialty cakes and more. Real cakes, baked by you, will be used. Learn tricks to make frosting and tips on how to bake a better cake. Be ready to amaze your friends and family with your unique masterpieces for any occasion.



Students will receive a complete supply list the first night of class.

Oct. 6-Nov. 10 Th 7-9 p.m.
 Tru, 103 Creek \$49
 FSDT-3500-BEFA ☞ Cakes



Gluten Free & Loving It

If you are gluten intolerant, or know someone who is, this is the class for you. Enjoy a day of cooking with discovery. Discussion and demonstration will include:

- Look at flours and products that are available to widen your food choices. (Millet, Quinoa & Almond Flours will be available for you to try.)
- Safeguarding your work space against cross-contamination.
- Processed mixes and quick foods now available and where to get Gluten-Free products.
- We will bake several items: ALL gluten-free and scrumptious!
 - Old-fashioned biscuit and gravy breakfast using three different biscuit recipes.
 - Fried chicken and the bun to put it on.
 - Use different flours in cookies, cheese crackers and a 2-crust fruit pie.

Bring container to take home any leftovers.

Oct. 1 S 8:30 a.m.-3:30 p.m.
 Ken, 334 Gfeller \$89
 BBBX-1781-BEUA ☞ Gluten



Secrets to Better Pies

Ever wonder how Grandma made those mouth-watering pies? Learn her secrets and impress your family and friends. You will learn simple techniques for rolling pie crust and dough from our instructor, who has earned Best of Show

at the Gage County Fair. Actual pies will be made from start to finish.

It is suggested students bring rolling pin, a rolling mat or pastry cloth. The rest of the supplies will be furnished. And of course, what class would be complete without taste-testing!

Oct. 22 S 9-11:30 am
 Ken, 334 Hollman \$19
 BBBX-1003-BEFA ☞ Pies

Find us on Facebook® at
www.facebook.com/sccbeatricece

Kolache: Bake & Take

Czech this out! Learn the art of Czech baking. You will learn how to make the yeast dough and the various fillings. Instructor will demonstrate how to make kolache the modern way by using a bread machine. Recipes for the kolache and fillings will be available.

Please bring an airtight container to take some kolache home. There is a \$10 fee associated with this course payable in class. Class held in Kennedy Center Cafeteria. You must enter the building through the glass doors on the southeast side of Kennedy Center.

Oct. 15 S 8:30 a.m.-Noon
See Desc. Broz-Claus \$19
BBBX-1022-BEFA ☞ Kolache



Homemade Pickles & More

Learn how to make various pickled foods, including dill pickles, beets, dill green beans and more. Class includes handouts and samples.



Class held in Kennedy Center Cafeteria. You must enter the building through the glass doors on the southeast side of Kennedy Center.

Oct. 15 S 1-3 p.m.
See Desc. Broz-Claus \$19
BBBX-1082-BEFA ☞ Pickles

KIDS' CORNER



Spooky Totem Poles

A totem pole is a symbol of unity and pride and represents history, traditions, and stories. Bring Halloween characters to life this season and make a masterpiece fit for home décor or to give as a gift. Students will paint totem heads that include pumpkins, scary monsters, black cats, and ghosts. Tuition includes paint and supplies. Students should dress in paint clothes. Please register at least one week in advance of class start.

Tuition includes paint and supplies.

Oct. 15 S 1-4 p.m.
Ken, 503 Harms \$29
BBBX-1783-BEFA ☞ Totem

Better Babysitters

Youth ages 11-13 learn responsible babysitting by studying basic child development, infant and child care, safety, how to handle emergencies, age-appropriate toys, business hints, and what parents expect.

Oct. 8-15 S 10 a.m.-Noon
Ken, 505 Beavers \$29
BBBX-1949-BEFA ☞ Babysitters

Boo'tiful Scrapbook Page

Hey kids – Let's show off your Halloween memories and learn some basic scrapbook techniques as well. Bring to class 4 to 6 pictures related to Halloween or Trick or Treating, straight pair of scissors, and adhesive. All other supplies will be provided. You can make pages from past years or make picture ready pages for this year's Halloween celebration.



This class is appropriate for kids age 7 to 13.

Nov. 5 S 9:30-11:30 a.m.
Ken, 334 Harms \$19
BBBX-1838-BEFA ☞ Scrapbook

Cupcake Kids

Kids will learn the "fun"amentals of cake decorating and kitchen safety in this hands-on class. Learn how to frost and decorate cupcakes with seasonal themes.



Tuition includes cupcakes, frosting and all supplies. Bring an airtight container to take your finished cupcakes home. This class is appropriate for kids ages 6 to 11.

Spooktacular Cupcakes

Oct. 22 S 10 a.m.-Noon
Tru, 103 Creek \$15
BBBX-1081-BEFA ☞ Cupcakes

Turkey Time Cupcakes

Nov. 19 S 10 a.m.-Noon
Tru, 103 Creek \$15
BBBX-1081-BEFA ☞ Cupcakes

☞ Online Registration Key Word



Bob Ross for Younger Learners: Winter Sunset

A glowing sunset highlights this winter landscape. This class is appropriate for ages 9 to 13 who want to learn the technique of Bob Ross painting. All levels of painting experience are welcome.

Painting will be completed on a 12-inch x 16-inch canvas. There is a \$20 fee associated with this course payable in class. Cash or check only please. The student will take home their canvas. NOTE: Frame is not included.

Nov. 8	T	5:30-8:30 p.m.
For, 122	Belik	\$29
BBBX-1392-BEFA		☞ Ross

MUSIC

Native American Flute

Class will begin with a brief history of the Native American Flute and continue with a demonstration of how the flute works. Students will learn how to correctly hold the flute, importance of breath control, and use of finger holes. Using written music will also be discussed. This is a hands-on class that will include practice and use of flute in class. Anyone can succeed at this fun hobby.

Tuition includes instruction, five-hole red cedar flute with bag, instruction book and CD. No prior knowledge of music is needed.

Oct. 25	T	7-8:30 p.m.
Ken, 334	Meyer	\$69
BBBX-1788-BEFA		☞ Flute

NEEDLEWORK/ SEWING

Beginning Crochet: Scarf

Learn basic crochet stitches while making a fabulous muffler to keep for yourself or give as a holiday gift. Students will also become familiar with essential techniques needed to complete other projects.



Bring to class: one skein of Lion brand Chenille thick and quick yarn in the color of your choice and size P hook.

Oct. 13	Th	6:30-8:30 p.m.
Ken, 334		\$19
BBBX-1485-BEFA		☞ Crochet

Beginning Crochet: Stocking Cap

Learn basic crochet stitches while making a stocking cap to keep for yourself or give as a holiday gift. Students will also become familiar with essential techniques needed to complete other projects.

Bring to class: one skein of Lion brand Chenille thick and quick yarn in the color of your choice and size P hook.

Oct. 20	Th	6:30-8:30 p.m.
Ken, 334		\$19
BBBX-1486-BEFA		☞ Crochet

Beginning Quilting

Ready to learn the popular art of quilting? Students will complete three blocks of a sampler quilt each night for four weeks and assemble the quilt the fifth week. Simple beginning patterns will be used.



Students may bring their own fabric or purchase a fabric kit from the instructor in class.

Oct. 13-Nov. 10	Th	6-9 p.m.
Ken, 503		\$59
BBBX-1352-BEFA		☞ Quilting

PERSONAL DEVELOPMENT



Little Black Dress



The Little Black Dress started in the Victorian decade and was worn for mourning purposes. Travel through time with the dress and see how it advanced through the years highlighting Cocoa Chanel and Audrey Hepburn and ending with the cocktail dress that we recognize today. Presenter Sue McClain has

been collecting vintage clothing since 1985 and has been entertaining groups with her collection for years. This workshop includes a tour of Sue's shop, Yesterday's Lady, dessert and refreshments. Participants are encouraged to wear their own little black dress or favorite black outfit. Register early. Space is limited.

Workshop is held at Yesterday's Lady, 113 N. Fifth St.

Oct. 8	S	1-2:30 p.m.
See Desc	McClain	\$19
BBBX-1784-OCFA		☞ Dress



How to Prepare & Stage Your Home for Sale

Trying to prepare a house to sell in today's crazy market has the potential for turning anyone's world upside down. This course will give you suggestions and outline simple steps to eliminate potential problems and give ideas about decluttering, personalizing, cleaning, repairing, and discuss how to stage the interior of the house for a successful 'open home.' Feel free to bring photos of the problem area for discussion.

Whether the house goes up for sale in 30 days, 60 days, or in the far off future, this class will provide you with information to help reduce your presale stress.

Oct. 22 S 10 a.m.-Noon
Ken, 504 \$29
BBBX-1778-BEFA ☞ Home

Weight Loss by Hypnosis, NLP & EFT

If you have found it hard to stick to a diet, it may not be the diet and it may not be a lack of will power on your part. Most people have created a lifetime of associations to the way they feel about food. The key to any successful change is behavior modification. Using creative imagery, Neuro Linguistic Programming, self-hypnosis and other powerful techniques, you will be able to create new, powerful associations to healthy living habits. In this session you will learn:



- Why diets don't work and how to create the necessary mindset for success
- How to use the keys to successful change in any behavior
- How to replace limiting beliefs with empowering beliefs
- How to reframe desires for unhealthy foods and create a desire for healthy foods
- How to use NLP and EFT to break emotional ties to eating
- How to reframe past events and program yourself for future success

Bill Cashell is an award winning speaker and performance coach. He has become an expert on human behavior and making changes in business and in life.

Oct. 11 T 6-9 p.m.
Ken, 334 Cashell \$39
BBBX-1779-BEFA ☞ Weight

PHOTOGRAPHY



Sports Photography

Geared specifically toward getting the best pictures at sporting events, this course will focus on how to set your camera for different shooting conditions, when to use "automatic" and when to use "manual," which automatic settings work best, when and how to use a flash most effectively, and what kind of equipment you need for the best sports photos.

Oct. 11 T 7-9 p.m.
Apple Studios Applegarth \$19
BBBX-1782-OCFA ☞ Photography

Digital Photography 101

Students will learn the basic functions of a digital camera. Class covers types of digital cameras, megapixels, optical vs. digital zoom, digital storage media, battery types, cost/value comparisons, memory management, red-eye reduction and application presets. Beginning photographers interested in digital cameras and how to use them will enjoy this class.



Students are encouraged to bring their digital cameras/software and docking station to class, if they have them, for one-on-one time to understand the specific functions of your particular camera and software.

Oct. 6-20 Th 6-8 p.m.
Apple Studios Applegarth \$29
BBBX-1067-OCFA ☞ Photography

Digital Photography 201

It is suggested that students take Digital Photography 101 prior to this class. This class covers the actual applications of digital photography, including how to choose each function for a particular use; which resolution to use when; improving camera performance; how to avoid accidental erasure or degradation of your photos; when, why and how to turn the flash on (or off); and problem solving to get predictable results.

Oct. 27-Nov. 10 Th 6-8 p.m.
Apple Studios Applegarth \$29
BBBX-1881-OCFA ☞ Photography

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www.facebook.com/scbeatricece

☞ Online Registration Key Word

Digital Photography 301

It is suggested that students take Digital Photography 201. A study of various lighting techniques and contrast ratios, filters, special effects and how to get those way-cool photographs of portraits, landscapes, night scenes, fireworks, time-exposures and more. This class is for those who want to go beyond "automatic" mode and learn how to get those really cool shots!

Dec. 1-15 Th 6-8 p.m.
 Apple Studios Applegarth \$29
 BBBX-1814-OCFA ☞ Photography



Digital Cameras 101 for Tweens & Teens

This class will focus on the features of digital cameras and what they do. Bring your camera, manual and

a highlighter, and we'll explain those weird little icons, and how to use each one.

This class is appropriate for middle school and high school students.

Oct. 15 S 9-11 a.m.
 Apple Studios Applegarth \$15
 BBBX-1861-OCFA ☞ Digital

Shoot, Develop & Print: Black & White Photos

Come play in the dark room! This class is for those students who appreciate the traditional black and white photos and want to learn how to do it themselves. Students will take pictures on their own 35mm camera and then learn how to develop 35mm film and turn their negatives into sharp, frame-worthy photos to display and cherish. Each student will need to have their own 35mm camera. We will spend a brief period of time on basic instruction. Then we will spend the majority of time in the darkroom turning your own snapshots into art. Each student will take home their negatives, a negative proof page, and a minimum of three fantastic photos edited and printed! Each student also will leave with a new appreciation of traditional black and white film developing and printing and a desire to learn more! There will be a limited number of spots available, so register early and don't miss out on the fun!

Tuition includes two rolls of film and paper.

Oct. 29-Nov. 11 S 1-4 p.m.
 Jac, 312 Duncan \$49
 BBBX-1827-BEFA ☞ Develop

Autumn Photo Adventure

Get out of the classroom and into the field while we explore the world of outdoor photography. Autumn offers some great photo opportunities. We will begin the day with a short discussion on composition and the campus orientation. Then, we will explore the campus's fall landscape to create fun photographic images.

All sizes of cameras, both film and digital, can be used. Must be at least 14 years old. Anyone under the age of 16 must register and attend with a registered adult. Bring your camera and any accessories you have. We will be going outdoors so dress according to the weather.

Oct. 15 S 10 a.m.-1 p.m.
 Jac, 312 \$19
 BBBX-1816-BEFA ☞ Photo

SPECIAL EVENTS

CHRISTMAS DECORATING DAY TRIP

Saturday, Nov. 12

Have you ever wondered how to get a more professional look in your home during the holiday season? Instructor/interior designer Sharon Cochrane will share her decorating secrets. Discover proper lighting techniques, how to make your tree a chin dropper, gift wrapping fun, and how to create a holiday table fit for a king. We will also discuss themes, color selections, and tips on where to get neat holiday stuff. Sharon and her crew have many holiday house trimming engagements throughout Lincoln at Christmas time.

Tuition includes transportation and lunch. Registration is limited to just ten so don't delay, register today. SCC staff tuition waiver does not apply.

Bus Schedule

Departs

9:30 a.m. SCC Beatrice Campus
 4771 W. Scott Road
 Truman Center Parking Lot

Returns (approximate time)

5 p.m. SCC Beatrice Campus
 Nov. 12 S \$59
 BBBX-1777-BEFA ☞ Bus

BOO & HISS

Sunday, Oct. 16

Boo the villain and cheer the hero. It's an afternoon of fun at Mahoney State Park.

Our trip begins with a scrumptious buffet lunch at the Kiewit Lodge Steak House at Mahoney State Park. After lunch, enjoy some free time to explore the gorgeous state park that includes gardens, walking trails, gift shop, and more.

Then to the finale of our trip, "The Troll of Trafalgar."

A priceless artifact known as the gold Troll of Trafalgar has been lost. The previous rumored owners have all fallen victim to horrible ends. Now the Troll has fallen into the unsuspecting hands of Roberta McGee, the demure niece of notorious horrible Harry Muldoon is also gangster Shorty McGee. Notorious gangsters are after the statue and will stop at nothing to steal it away. Roberta's aunt is a good woman, but even she can be tempted by the untold wealth the Troll would bring. Is handyman Claude Hopper there to fix what is broken, or fix himself up for a life of leisure? Can the dashing archaeologist Cameron Cammareri save the girl from the clutches of the greed surrounding her or will The Troll of Trafalgar claim another victim?

It's not just drama, it's a MELODRAMA.

Tuition includes transportation, lunch and admission to the melodrama. Registration deadline is Sept. 28 or when enrollment limit is met. No refunds after Sept. 28. SCC staff tuition waiver does not apply.

Bus Schedule

Departs

11 a.m. SCC Beatrice Campus
4771 W. Scott Road
Truman Center Parking Lot

Noon SCC Lincoln Campus
8800 O St., South Parking Lot

Returns (approximate time)

5 p.m. SCC Lincoln Campus
6 p.m. SCC Beatrice Campus

Oct. 16 U \$45
BBBX-1659-BEFA ☞ Bus



A BROWNVILLE CHRISTMAS

Sunday, Dec. 11

Relax and let us do the driving to Historic Brownville, NE.

Founded in 1854, Brownville is a village where visitors step back in time to when life was simpler and friendlier. Stroll the banks of the Missouri River; celebrate the Village's standing as an International Book Town by visiting one of its four book shops. Don't forget to bring your appetite for charm while you shop, you'll need it while visiting the Village's galleries and boutiques that offer everything from handmade brooms, ice cream, fine art, Historical society, museums, arboretum and Quilted Kitty...Too quilt shop.

Lunch will be served at the Lyceum and includes a delicious meal, yummy pie and beverage. Just the perfect meal to warm your tummy!

The afternoon will include the Brownville Holiday concert. All Concerts Brownville favorite and consummate showman Eric Michael Gillett has conceived and cast this season's Brownville Christmas Gala and invited four singers from the world of Broadway and Cabaret to join him in ushering in the holiday season including T. Oliver Reid (Chicago), Raissa Katona Bennett (Phantom of the Opera), Jeff Cubeta (Carmina Burana) and Valerie Lemon (The Jane Froman Songbook). The Christmas Gala closes the concert season, is the largest production conceived and cast just for Brownville.

Special totes will be given to those that join us for this all day Bus Trip! Tuition includes; motor coach transportation, lunch, concert admission and special tote. Registration deadline is Nov. 22 or when enrollment limit is met. No refunds after Nov. 22. Staff tuition waiver does not apply.

Bus Schedule

Departs

7:30 a.m. Lincoln, SCC Campus
8800 O St., South Parking Lot

8:30 a.m. Beatrice, Pamida, 123 N. 24th St.

9:15 a.m. Tecumseh, Pizza Hut, 1425 Hwy. 136

Returns after concert (approximate time)

4:15 p.m. Tecumseh, Pizza Hut
5 p.m. Beatrice, Pamida
6 p.m. Lincoln, SCC Campus

Dec. 11 U \$59
BBBX-1658-BEFA ☞ Bus

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www.facebook.com/sccheatricece

☞ Online Registration Key Word

HOLIDAY TRIMMINGS IN KANSAS CITY

Friday, Dec. 2

Get into the spirit of the season with a relaxing and fun trip to Kansas City. Our visit will include The Vaile Victorian Mansion that was built in



1881 and is one of the nation's premiere examples of second empire Victorian architecture and has been featured on A & E's American Castles, USA Today and HGTV; Bingham-Waggoner Estate will have every room festively decorated with special themes. After a variety of sightseeing and shopping stops, we will make our final stop at the famous Country Club Plaza for the Season of Lights where you will have opportunity to see more than 80 miles of glimmering Christmas lights that accentuate every dome, tower and window of the Plaza's Spanish-influenced entertainment district, featuring more than 150 shops and restaurants.

Tuition includes transportation, lunch and admission to Victorian Mansion and Bingham-Waggoner Estate. Dinner and time at Country Club Plaza is on your own. Registration deadline is Nov. 15 or when enrollment limit is met. No refunds after Nov. 15. Staff tuition waiver does not apply.

Bus Schedule

Departs

- 6 a.m. Crete, TBA
- 6:25 a.m. Wilber, TBA
- 6:45 a.m. DeWitt, Tri County School
- 7:20 a.m. SCC Beatrice Campus
4771 W. Scott Road
Truman Center Parking Lot
- 7:55 a.m. Marysville, TBA

Returns (approximate time)

- 10 p.m. Marysville, TBA
- 10:45 p.m. SCC Beatrice Campus
- 11:05 p.m. DeWitt, Tri County School
- 11:30 p.m. Wilber, TBA
- Midnight Crete, TBA

Dec. 2 F \$89
BBBX-1794-BEFA Bus

THE LAST DINNER ABOARD THE TITANIC R.M.S.

Coming in April 2012

Join SCC as we re-live the last night of the Titanic at the Renaissance Mansion.

Enjoy the exact dinner recreated from the classic eleven course menu prepared on that fateful night of April 14, 1912, for the first class patrons. Our evening will be complete with actors and musicians replicating the atmosphere of the final night.

Watch for details in the winter schedule or check out our Facebook® page at www.facebook.com/sccbeatricece for updates.

BETH SANTORE FROM GRAVE ADDICTION

Back by Popular Demand!

Beth Santore has had an interest in gravestones since childhood. In January 2003, she created her own Web site, Grave Addiction, as a way to share her hobby with others. As a result of the Web site, she has been invited to speak about gravestone



symbolism and history at many libraries, schools, genealogical societies and historical societies.

This is what people had to say after her presentation at SCC in 2010:

"Loved Beth's energy and willingness to share her information. Can't wait for her to come back"

"She was stimulating, and an excellent teacher. I loved the class"

"I learned information that was new to me inspite of studying this topic for years"

Mark your calendars for Beth's return to SCC on Saturday, April 28, 2012.

Watch for additional information and registration information in the winter schedule.

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www.facebook.com/sccbeatricece

*South*east community college

2010-2011

ANNUAL REPORT

to the residents of southeast Nebraska

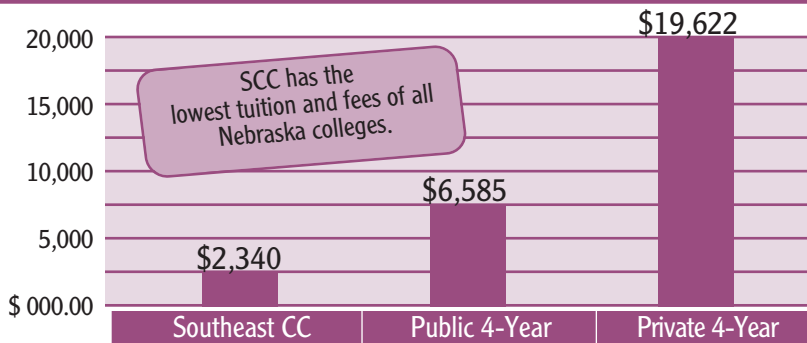
Leading Across the Nation

Precision Production*	#1
Agriculture, Ag. Operations & Related Sciences	#7
Engineering-Related Technologies	#14
All Disciplines – Non-Minority	#35

*Also No. 1 in 2004, 2005, 2006, 2007, 2008, 2009 and 2010. Data collected from the June 2011 edition of Community College Week listed the Top 100 Associate Degree Producers among more than 1,200 community colleges across the nation. Community College Week is a bi-weekly publication about and for community college educators and trustees.



Tuition & Fees



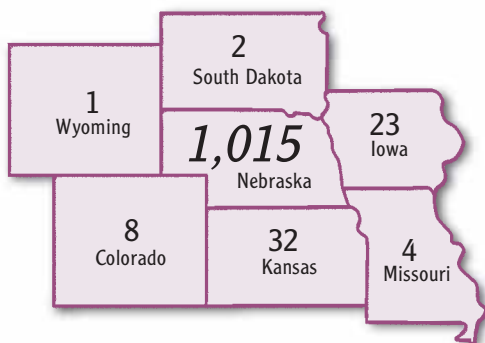
Based on 45 Quarter Credit Hours, which is equivalent to 30 Semester Credit Hours. Public 4-year college information obtained from Nebraska Coordinating Commission for Postsecondary Education. Private 4-year college information obtained from each of the 12 private colleges and universities in Nebraska.

Graduate Information

2010 SCC placement figures:

- 1,628 total graduates
- 1,128 graduates placed in careers
- 1,015 graduates found work in Nebraska
- 745 (73%) accepted jobs or continued education in one of the 15 counties of the SCC service area.

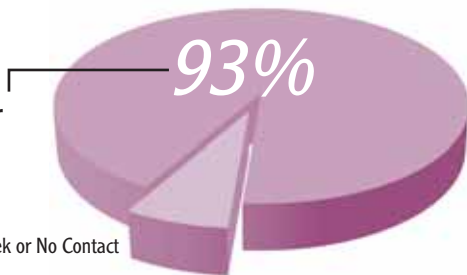
The skills of SCC graduates help the southeast Nebraska economy.



2010 Graduate Placement for Nebraska and the surrounding states.

1,428 Career/Technical Graduates

Employed in Careers or Continued Education

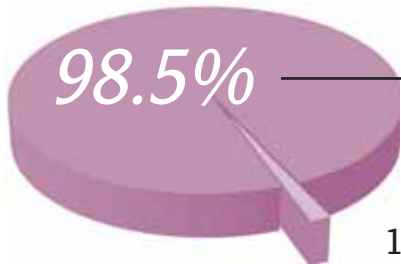


7% Not Seeking, Continuing to Seek or No Contact

200 Academic Transfer Graduates

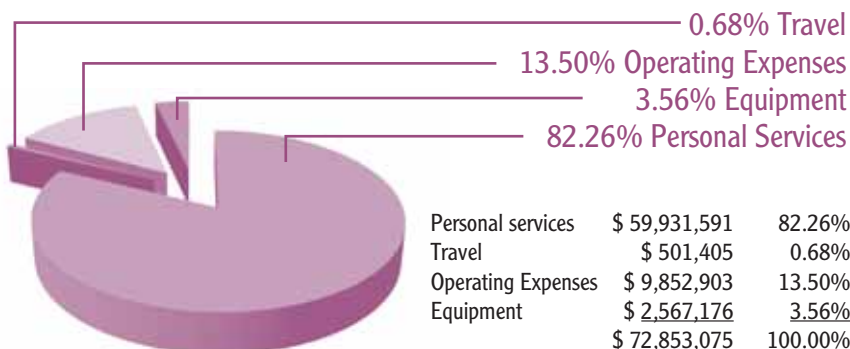
98.5%

Continued Education or Employed in Careers

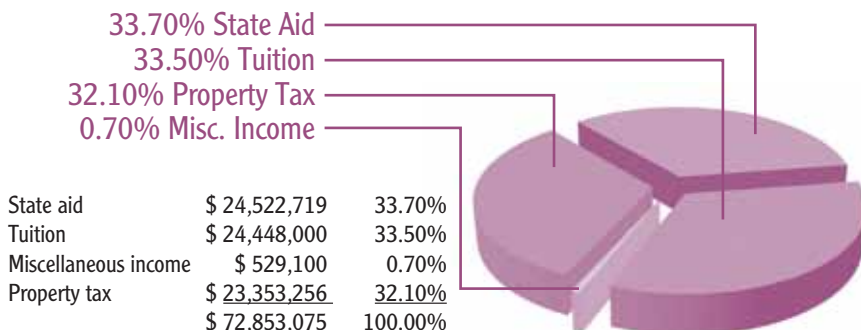


1.5% Not Seeking, Continuing to Seek or No Contact

2011–2012 Expenditures

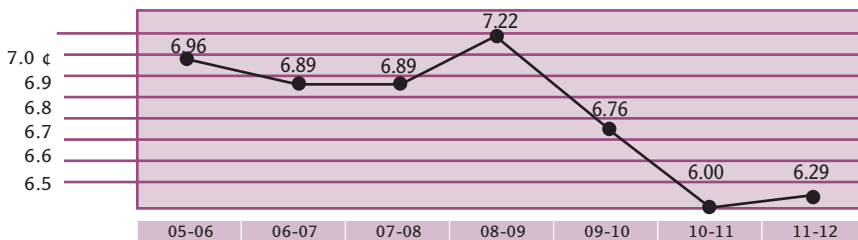


2011–2012 Revenue



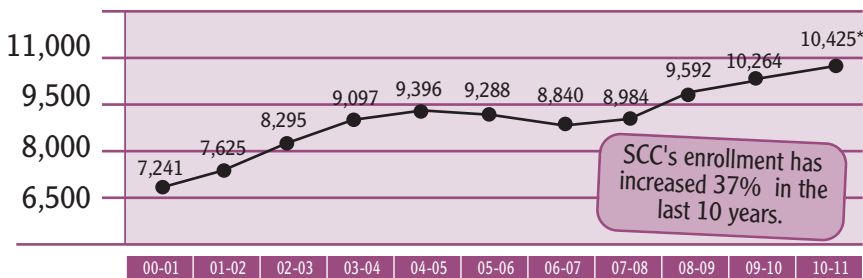
Local Property Tax

SCC's rate for the 2011–2012 year is projected to be 6.29¢



The graph shows cents per \$100 property valuation.

Enrollment



Statistics based on Full-time Equivalent Students (FTEs.) *As of July 1, 2011. Final count will be reported by Aug. 15, 2011.

Continuing Education

SCC Continuing Education helps individuals upgrade their present job skills, train for new careers, develop recreational and cultural interests, prepare for high school completion tests or improve basic education skills with a variety of credit and non-credit classes. Classes are offered on the Beatrice, Lincoln and Milford campuses and throughout the 15 counties of southeast Nebraska.

Classes are made available in cooperation with local public schools, hospitals, nursing homes, libraries, senior citizen centers, civic organizations, businesses, industries and churches. Advisory committees help SCC determine needs, suggest classes, seek teaching talent, and promote Continuing Education. Special training designed to fit business and industry needs is available with Training Solutions.

17,068
southeast Nebraska residents
took advantage of SCC
Continuing Education classes
in their communities.

This Annual Report is produced by the Southeast Community College Area Office of Public Information, 301 S. 68th St. Place, Lincoln, NE 68510-2449, (402) 323-3401. SCC is fully accredited by the Higher Learning Commission.

SCC Board of Governors

Lynn Schluckebier, Chair, Seward; Robert J. Feit, Vice Chair, Pickrell; James J. Garver, Secretary, Lincoln; Kathy Boellstorff, Treasurer, Johnson; Helen E. Griffin, Lincoln; Ed C. Heiden, Sterling; Carl R. Humphrey, Waverly; Ruth M. Johnson, Lincoln; Dale Kruse, Beatrice; Terrence L. Kubicek, Lincoln; Nancy A. Seim, Lincoln; Steve Ottmann, Faculty Representative, Lincoln

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - La política publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu. A0131 (07/11)

SCC - BEATRICE CAMPUS

X = This is where you enter the building for class

Ada _____ **Adams Hall, One Stop Center**
Please enter through the east door of the north wing of the building.

For _____ **Ford Hall**
Please enter through the glass doors at the south end of the building.

Hoo _____ **Hoover Hall**
Please enter through the glass doors on the west side of the south wing.

Jac _____ **Jackson Hall**
Please enter through the northwest (last door) in the west wing.

Ken _____ **Kennedy Center**
Please enter through the glass doors at the east side of the building.

Tru _____ **Truman Center**
Please enter through the glass doors on west side of building.

Four easy ways to register!



REGISTER ONLINE USING WEBADVISOR

1. You must have an **email address** in order to register online.
2. Go to www.southeast.edu
 - a. Click on WebAdvisor from the Quicklinks (top right corner).
 - b. Click on Continuing Education.
3. Log in on WebAdvisor
4. Search for Classes
5. Register for Classes
6. Pay for Classes
 - a. You will not be officially registered until you submit your payment.
 - b. You will see a confirmation screen. Print this for your records.
 - c. You will receive an email confirmation of your registration.

WE ACCEPT



REGISTER BY FAX OR MAIL

1. Complete the non-credit registration form. (Please Print) **then either...**
- 2a. **FAX** the registration form *with credit card number or letter of authorization* to 402-228-2218
OR
- 2b. **MAIL** the registration form with payment or letter of authorization to: SCC-Continuing Education, 4771 W. Scott Rd., Beatrice, NE 68310-7042
OR



REGISTER IN PERSON

WALK-IN to the SCC-Beatrice Campus (see map ABOVE) (Administration Office in the Kennedy Center building) Monday-Friday between 8 a.m.-5 p.m.

REGISTRATION INFORMATION

DETAILED INSTRUCTIONS FOR:

PAPER FORM FOR MAILING AND FAXING

1. Complete the registration form entirely-Name, SS#, Method of Payment, signature and total amount due. Payment is due at the time of registration.
2. If your employer or government agency is paying for the course(s), attach a letter of authorization on company letterhead from them, with tax exempt number or form if applicable, and we will bill. If charging books, 3 business days advance notice is needed.

Make a COPY of the completed form, or record the information for your reference.

- a. Registrations will be accepted through the first class meeting provided space is available. Enroll early as class size is limited. Enrollments are accepted on a "first-come, first-served" basis.
- b. Report to the first class session unless you are notified that the class is full or has been cancelled. Confirmations are not mailed.
- c. If your class choice is filled and you have designated on your registration form an alternate course/selection which is available, you will be entered into the alternate class and notified by mail. Payment differences if applicable also will be noted.
- d. If your class choice is filled and you haven't indicated an alternate, your payment will be mailed back promptly.
- e. Southeast Community College reserves the right to cancel classes that do not have sufficient enrollment. A full refund of tuition and fees will be processed.
- f. Cash, check and charge card (Mastercard, American Express, Discover and Visa) payments are accepted.
- g. SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Access/Equity/Diversity Office.
- h. All registered students must report to the first class session unless you are notified by the College that the class is full or has been cancelled. Paper confirmations are not mailed. Online registration will generate a confirmation email.

ONLINE

Login Help for WebAdvisor

User ID: Your User ID is your first initial + last initial + SCC ID number with no leading zeros.

For example: John Smith, SCC ID number 0123456: js123456

If you attempt to enter a User ID and it does not allow you to login, verify your User ID by following the steps under I'm New to WebAdvisor.

Don't know your User ID?

Go to the "I'm New to WebAdvisor" link on the WebAdvisor page. It lists four steps to assist you in obtaining the information. When you click on OK, the system moves to a screen where you can obtain your User ID. Enter your last name, either your SSN or SCC ID number and click SUBMIT. The system then shows your User ID.

Password:

The FIRST time you log in, your initial password is the last four digits of your Social Security number. If you do not have a Social Security number, see the instructions for requesting a new password or contact the helpdesk. You will be required to change your password on the first successful login.

THIS PASSWORD BECOMES YOUR NEW PASSWORD. WRITE IT DOWN SO YOU KNOW/REMEMBER IT!!! No one at the college can see your password. If you forget your password, it will need to be reset, which may take some time. Online help is available to request that your password be reset and sent to an email address we have on file for you. You cannot change and/or add an additional email address when requesting your password.

You can change your password at any time through the Change Password link. The password must be 6 – 9 characters and must contain both numbers and letters.

CONFIRMATIONS

All registered students must report to the first class session unless you are notified by the College that the class is full or has been cancelled. Paper confirmations are not mailed. Online registration will generate a confirmation email.

DROP/WITHDRAW FROM A CLASS

"NO-SHOW" STUDENTS

Failure to attend classes does not constitute a drop or withdrawal. "No Show" students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the "no show" student did not drop the class online using WebAdvisor or with an "Official Drop/Add Form For Classes" within the designated refund period.

CANCELLATION/REFUND POLICY

The student is entitled to a 100% refund for any non-credit class if the class is dropped the day before class begins. If a student drops a class the day class begins or after, there will be no refund.

If you want to DROP A CLASS that you have registered for - Official Credit Drop Forms are available from the campus Registration and Records Office. Official Non-credit Drop Forms are available from the Continuing Ed. Division, 4771 W. Scott Rd., Beatrice, NE 68310-7042, or by calling 402-228-8244 or 800-828-0072, ext. 1244.

Refunds for classes cancelled by the College are automatically processed, and students are not required to submit a drop or withdrawal form for any classes cancelled by the College. Refund checks usually take 2-3 weeks to process after notification.

SCC reserves the right to cancel classes that do not have sufficient enrollment. A full refund of tuition and fees will be processed.

GENERAL COLLEGE POLICIES

AGE GUIDELINES

SCC's primary mission is to serve adults. However, youth are allowed to take classes under the following guidelines:

- Individuals 16 years or older are eligible to enroll in courses, provided they meet any stated prerequisites.
- Some classes are specifically designed for youth under 16 years of age, and/or for youth under 16 and adults in which both register and attend the class. Check course descriptions for details.
- Children not enrolled in class may not accompany adults to class or wait in the building unsupervised.

ANIMALS

Presence and Use of Animals - Bona fide service animals may accompany students, employees and visitors with disabilities to all SCC events, activities and locations. Local, state and federal laws regulate the use of service animals at SCC locations and/or events. Pets and Therapy Animals are generally not permitted in College facilities or at SCC events. Complete guidelines are available for review at the campus office, from the division deans, or in the Learning Resource Center at your location.

ADA REASONABLE ACCOMMODATIONS

SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.

SOCIAL SECURITY NUMBER

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). For more information see the SCC College Catalog.

FERPA

SCC has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request. All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office.

*Use of Photographs/Video:

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding FERPA should be directed to the campus Registration and Records Office.

2011–2012 SOUTHEAST COMMUNITY COLLEGE –Programs of Study–

Program Name Location & Award Offered

Program Name Location & Award Offered

AGRICULTURE/FOOD/ NATURAL RESOURCES DIVISION

- Agriculture Business & Management Technology(B)~AAS**
- Agribusiness focus
 - Diversified Agriculture focus
 - Golf Turfgrass Management focus
 - Livestock focus
 - Crops focus
 - Horticulture focus
- Food Service/Hospitality (L) ~AAS/Dip/Cert**
- Culinary Arts focus
 - Dietetic Technician focus
 - Food Service Management focus
 - Event Venue Operations Management
 - Food Industry Manager
 - Lodging focus
- Laboratory Science Technology (L) ~AAS/Dip**

ARTS & SCIENCES DIVISION

Academic Transfer (B/L) ~AA/AS

BUSINESS DIVISION

- Business Administration (all) ~AAS/Dip/Cert**
- Accounting focus
 - Event Venue Operations Mgmt.
 - Information Systems focus (L/M)
 - Insurance/Financial Services focus
 - Entrepreneurship focus
 - Marketing focus
- Office Professional (B/L) ~AAS/Dip/Cert**
- Administrative Office focus
 - Legal Office focus
 - Medical Transcription focus
 - General Office focus
 - Medical Office focus
 - Microsoft Office focus
- Parts Marketing & Management (M)~AAS/Dip**

COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION

- Computer Information Technology (L) ~AAS/Cert**
- Applications/Web Programmer focus
 - Computer Support Specialist focus
 - Network Manager focus
- Computer Programming Technology (M)~AAS**
- Graphic Design (M)~AAS**
- Visual Publications (L) ~AAS/Dip/Cert**
- Digital Publishing focus
 - Offset Printing focus

COMMUNITY SERVICES & RESOURCES DIVISION

- Criminal Justice (B/L)~AAS**
- Nebraska Law Enforcement focus
- Early Childhood Education (L) ~AAS/Dip/Cert**
- In-Home Child Care focus
 - Child Care Professional focus
 - Entrepreneurship focus
 - Home Visitor/Family Advocate
- Fire Protection Technology (L)~AAS/Cert**
- Human Services (L) ~AAS**
- Long Term Care Administration (L) ~AAS/Cert**

CONSTRUCTION & ELECTRONICS DIVISION

- Architectural-Engineering Technology (M)~AAS**
- Building Construction Technology (M)~AAS**
- Computer Aided Design Drafting (L)~AAS**
- Electrical & Electromechanical Technology (M)~AAS/Dip**
- Construction Electrician focus
 - Electrical Systems focus
 - Electromechanical Systems focus
- Electronic Systems Technology (L/M)~AAS**
- Computers, Automation and Networking Systems focus
 - Electronic Systems Technician focus
 - Military Electronic Systems focus
- Energy Generation Operations (M)~AAS**
- Biofuels focus
 - Nuclear focus
 - Fossil Fuels focus
 - Wind Technology focus
- Heating, Ventilation, Air Conditioning & Refrigeration Technology (M)~AAS**
- IBEW Construction Electrician Option (M)~AAS**
- Land Surveying/Civil Engineering Technology (M)~AAS**
- Major Appliance Professional Technology (M)~Dip**

HEALTH SCIENCES DIVISION

- Associate Degree Nursing (L) ~AAS**
- Dental Assisting (L) ~Dip**
- Emergency Medical Services/Paramedic (L)~AAS**
- Medical Assisting (L) ~Dip**
- Medical Laboratory Technology (L)~AAS**
- Pharmacy Technician (B) ~Dip**
- Physical Therapist Assistant (L)~AAS**
- Polysomnographic Technology (L) ~Cert**
- Practical Nursing (B/L) ~Dip**
- Radiologic Technology (L) ~AAS**
- Respiratory Care (L) ~AAS**
- Surgical Technology (L) ~AAS**

TRANSPORTATION & MANUFACTURING DIVISION

- Auto Collision Repair Technology (M)~AAS**
- Automotive Technology (L/M)~AAS**
- Chrysler (CAP) (M)~AAS**
- Deere Construction & Forestry Equipment Tech (M)~AAS**
- Diesel-Ag Equipment Service Tech. (M)~AAS**
- Diesel Technology-Truck (M)~AAS**
- Ford (ASSET) (M)~AAS**
- General Motors (ASEP) (M)~AAS**
- John Deere Tech (M)~AAS**
- Machine Tool Technology (L/M)~AAS/Dip**
- Die Maker focus (M)
 - Tool and Die Maker focus (L)
 - Mold Maker focus (M)
 - Intelligent Machine Integration
- Manufacturing Engineering Technology (M)~AAS/Cert**
- Intelligent Machine Integration
- Motorcycle, ATV & Personal Watercraft Technology(L)~Dip**
- Nondestructive Testing Technology (M)~AAS**
- Professional Truck Driver Training (L)~Cert**
- Welding Technology (L/M)~AAS/Dip/Cert**

B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, ~ =Entire Program Available Online, ~ =Some classes Available Online, Cert=Certificate, Dip=Diploma, A.A.=Associate of Arts Degree, A.S.=Associate of Science Degree, A.A.S.=Associate of Applied Science Degree, A.O.S.=Associate of Occupational Studies Degree

For more information on SCC's Programs of Study, visit us online at www.southeast.edu

To request a credit class schedule or to speak with an Admissions representative, please contact us at one of the numbers listed below.

BEATRICE CAMPUS ADMISSIONS

4771 W. Scott Road,
Beatrice, NE 68310-7042
Phone: 800-233-5027 x1214,
402-228-8214

LINCOLN CAMPUS ADMISSIONS

8800 O Street,
Lincoln, NE 68520-1299
Phone: 800-642-4075 x2600,
402-437-2600

MILFORD CAMPUS ADMISSIONS

600 State Street,
Milford, NE 68405-8498
Phone: 800-933-7223, x8243,
402-761-8243

TDD: 402-437-2702 (for hearing impaired)

REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via
FAX or mail to: SCC-Continuing Education Division
4771 W. Scott Road, Beatrice, NE 68310
FAX: 402-228-2218



The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

2011 QUARTER

___ SUMMER ___ WINTER

FALL ___ SPRING

Social Security Number _____		Name: Last _____		First _____		Middle Initial _____		Email Address _____	
Residence Mailing Address _____				Home Phone _____		Cell Phone _____		Business Phone _____	
City _____	State _____	Zip _____	Birth Date _____	Ethnicity (select one): <input type="checkbox"/> White <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Races (Select one or more): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	County # _____	<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska		Would you like to be added to our email mailing list? Please provide your email address above. <input type="checkbox"/> Basic Skills, GED, EST, & Citizenship <input type="checkbox"/> Business & Technology <input type="checkbox"/> Families, Finances & Home <input type="checkbox"/> Health/EMS <input type="checkbox"/> Industry & Trades <input type="checkbox"/> Personal Interest <input type="checkbox"/> Real Estate <input type="checkbox"/> Traffic Safety & Licensing <input type="checkbox"/> Training Solutions					

Course Number	Title	Start Date	Cost	How did you hear about the classes for which you are registering:
_____	_____	___/___/___	\$ _____	<input type="checkbox"/> Continuing Education Schedule <input type="checkbox"/> SCC Web Site
_____	_____	___/___/___	\$ _____	<input type="checkbox"/> Newspaper <input type="checkbox"/> Email
_____	_____	___/___/___	\$ _____	<input type="checkbox"/> Friend/Associate <input type="checkbox"/> Brochure/Flyer
_____	_____	___/___/___	\$ _____	<input type="checkbox"/> Radio/TV <input type="checkbox"/> Employer
_____	_____	___/___/___	\$ _____	<input type="checkbox"/> Digital Billboard <input type="checkbox"/> Previous Class
_____	_____	___/___/___	\$ _____	<input type="checkbox"/> Other _____

SIGNATURE _____

Check (must be included) Cash (must be included)

 V Code _____

Name as it appears on card: _____

Exp. Date _____ Credit card # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)
 For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Submission of this form indicates that I understand: **1)** that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; **2)** that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; **3)** that failure to attend a course does not constitute an official drop/withdrawal; **4)** the personal information contained herein is correct as shown; and **5)** any changes in SSN, legal name, address, residency, etc. must follow the college procedure in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admissions, attendance, and financial aid activities. SCC does not discriminate on the basis of race, ethnicity, sex, gender, sexual orientation, or veteran status. SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or joto@southeast.edu.

SCC Staff Tuition Waiver (_____)		FOR OFFICE USE ONLY	
TOTAL DUE _____		DE _____	ID# _____

Go to INDEX



WebAdvisor On-Line Registration

You must have an e-mail account to register online.

To Register by Logging In:

You must know your **UserID** and **Password** to proceed.

If you do not know your UserID or Password:

- Click on the "I'm new to Webadvisor" at the bottom of the page.
- Follow the 4 quick steps to get your UserID and Password

1. Click the "**Log In**" Tab at the top of the page.
2. Enter your **UserID** (This will be your first initial of your first and last names and your student ID number, e.g. John Doe would be JD123456)
3. Enter your **Password**
4. Click on the gold "**Continuing Education**" bar

IMPORTANT!!!! *If you have moved or changed your contact information, please click on "Address Change" under User Account to update your information. This is the only method that will provide current contact information if classes are cancelled! If your contact information is not current, we cannot notify you if the class is cancelled.*

5. Click on "**Register and Pay for Continuing Education Classes**"
6. **Search for your class** by entering either a key word in the title or the course number, "Submit" (Enter information in only 1 field for a broader search.)
7. **Select the course** you wish to register for, then click "**Submit**".
8. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
10. Enter your **payment information**, "**Submit**"

Benefits of Logging in to WebAdvisor to register:

- You can add/drop classes.
- You can update your contact information.
- You can see your class schedule.
- No need to provide your SSN each time.

To Register Without Logging In:

- * You must provide your Social Security Number
1. Click on "**Continuing Education**" bar
 2. Click on "**Register and Pay for Continuing Education Classes**"
 3. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
 4. **Select the course** you wish to register for, "**Submit**".
 5. Enter your **personal information**, certify your identification, "**Submit**"
 6. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
 7. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
 8. Enter your **payment information**, "**Submit**"

IMPORTANT!!! *If you register without logging in, you must contact our office at 402-437-2700 to update your contact information or we will not be able to notify you if a class is cancelled.*

Log in to WebAdvisor:

<https://webadvisor.southeast.edu/WebAdvisor/WebAdvisor?TOKENIDX=3694120878.asp&type=M&constituency=WBCE&pid=CORE-WBCE>

*The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.